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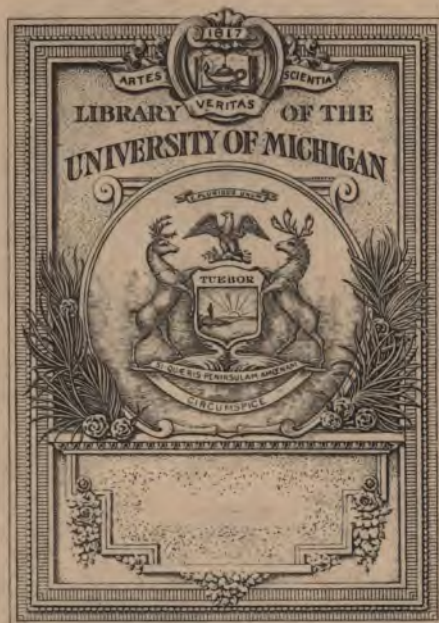
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INSTRUCTIONS  
FOR  
RECRUITING OFFICERS  
OF THE  
UNITED STATES NAVY.



1907.

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U.S. Bureau of navigation (Navy dept.)

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# INSTRUCTIONS FOR RECRUITING OFFICERS OF THE UNITED STATES NAVY.

## RECRUITING OFFICER.

### 1. Extracts from Navy Regulations:

ART. 822. (1) An officer detailed for recruiting duty shall make himself familiar with all laws and regulations regarding enlistments.

(2) He shall be present daily at the rendezvous from 9 a. m. to 3 p. m.,<sup>a</sup> and later if necessary.

(3) He shall guard against the enlistment of improper, unsound, or incompetent persons.

(4) The officers attached to a rendezvous as assistants to the commanding officer shall not act as his substitute, unless he is unable to attend.

ART. 823. (1) The officer in command is the recruiting officer. He shall, in order to guard against illegal enlistments, personally inspect and question those offering to enlist. He shall examine into their qualifications and determine their fitness and capacity.

(2) On enlisting a person for the service he shall administer to him the oath of allegiance, if authorized by law to do so (see art. 1255); otherwise the oath shall be administered by the commanding officer of the ship on board which the recruit is ordered to repair. (See art. 824.)

(3) He shall direct the enlisted person to repair without delay on board a designated ship, and shall forward to the commanding officer at the same time the enlistment record prepared at the rendezvous and signed by himself and the medical officer. He shall forward to the Bureau of Navigation the first sheets of the enlistment record, including the oath of allegiance.

(4) He shall preserve records of all enlistments in the book provided by the Bureau of Navigation.

(5) No advance shall be allowed unless specially authorized by the Navy Department. (See also art. 1216.)

(6) He shall make, on the prescribed forms, to the commandant of the station a daily report of the enlistments, and to the Navy Department, every Saturday evening, a report stating the number enlisted in each rating during the week.

(7) He shall write over his official signature on the face of every honorable discharge or continuous-service certificate presented the date of reenlistment.

(8) No payment shall be made for travel or other expenses incurred by any applicant for enlistment, whether he be enlisted or not.

2. He shall carefully explain the regulations regarding enlistments, promotions, and discharge to those offering to enlist, explaining to them the kind of life they are to lead and that it will be mostly spent

<sup>a</sup> Changed from 3 p. m. to 5 p. m. by order of the Secretary of the Navy.



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on board ship. He will use great care to see that no one under his command makes any promise or statements to applicants regarding advancement, instruction, or benefits in the Navy which can not be carried out after enlistment, and to have each applicant distinctly understand that discharge will not be granted prior to the expiration of enlistment.

3. Every enlistment must be recorded under a serial number of the calendar year in which it occurs.

4. He shall see that the utmost care is observed in every detail of information required by the shipping articles and enlistment record at the time of enlistment, especially in the particulars of signature of the enlisted man, personal description, full name, with proper spelling of the same, and the legibility with which these papers are prepared by the yeoman or other persons assigned to that duty.

5. No enlistment shall be canceled after the applicant has been accepted, signed the shipping articles, and taken the oath of allegiance.

6. All applicants for first enlistment in the Navy must be citizens of the United States. Recruiting officers must assure themselves in each case of the fact of citizenship.

7. Recruiting offices will remain open from 9 a. m. until 5 p. m., except Sundays and legal holidays.

8. Special care shall be taken in enlisting men for the artificer branch to ascertain that they are proficient in the trade for which they apply to enlist. Recruiting offices adjacent to a navy-yard should send all such applicants to the yard for their professional examination, if no facilities are available at the recruiting office for conducting the examination. Recruiting stations in the interior will make arrangements for conducting the examinations in neighboring shops whenever practicable.

9. The appropriation for "recruiting, navigation, 1907," provides: "That no part of this appropriation shall be expended in recruiting seamen, ordinary seamen, or apprentice seamen unless a certificate of birth or written evidence, other than his own statement, satisfactory to the recruiting officer, showing the applicant to be of age required by naval regulations, shall be presented with the application for enlistment."

#### SUBSISTENCE AND LODGING.

10. Actual expenses, not to exceed \$45 per month without the approval of the Bureau, are allowed each enlisted man attached to a traveling recruiting party. No commutation of rations is allowed while so employed.

11. *Officers in charge of traveling recruiting parties should see that desirable quarters and localities are selected for boarding and lodging members of the party.*

12. The recruiting officer will make such arrangements as he may deem best for the subsistence (which includes lodging) of recruits while awaiting transportation to a naval station, \$1.50 per day being deemed by the Bureau a fair allowance for the purpose. The cost of subsisting recruits is not to be checked against their pay. Subsistence is in lieu of their ration, which does not commence until their receipt on board a receiving ship or other vessel, when the commanding officer should be informed that it has been paid for and no commutation of rations is due them.

13. All subsistence of recruits and enlisted men attached to a recruiting party should be charged to appropriation "Provisions, Navy," in accordance with article 1582, Navy Regulations.

14. Enlisted men attached to permanent recruiting stations are allowed subsistence not to exceed \$1 per day, except in special cases approved by the Bureau.

15. At recruiting stations in close proximity to a navy-yard or station recruits will be sent to the receiving ships daily. At other permanent stations their subsistence will be provided for as at traveling recruiting stations.

16. The subsistence of accepted applicants who have passed a preliminary examination and are awaiting the administering of the oath, or evidence of age, to complete the enlistment, should be charged to "Recruiting, Navigation."

#### TRANSPORTATION.

17. Navy transportation request blanks will be furnished recruiting officers for transportation of recruits and enlisted men attached to the party.

18. The railroad fare and subsistence of all enlisted men while traveling from one station to another is to be charged to "Transportation, Navigation."

19. When petty officers are sent to a navy-yard or station in charge of recruits and are to return to the recruiting party, the transportation request should call for their return transportation. Any subsistence necessary while awaiting return will be furnished by the recruiting officer.

20. Commandants of navy-yards or stations must be informed by telegraph of the probable time of arrival of recruits in order that any necessary arrangements may be made for their transfer to the yard, meals, etc.

21. Immediately prior to the departure of a draft of recruits to a receiving ship or station the officer in charge shall muster the draft and ascertain if it contain any unauthorized person, and, if so, report the facts to the conductor of the train before starting. If any recruit fails to report for transfer with the draft, it must be noted on the



railroad ticket and sleeping-car reservation canceled before departure of train; and his enlistment record should be forwarded to the vessel or station to which the draft is sent, with memorandum regarding his absence, in order that he may be declared a deserter from the ship or station in the usual manner.

22. Recruiting officers should familiarize themselves with the instructions governing the transportation of enlisted men.

#### EXPENSES OF OFFICERS.

23. Officers attached to traveling recruiting parties are allowed actual and necessary expenses in lieu of mileage. (See appropriation, "Recruiting, Navigation, 1907.") The officer in charge of the party will pay the actual expenses of the officers attached to his party, including hotel bills, subsistence en route, sleeping-car accommodations, etc., being governed by Special Order No. 73, and include all such payments, with vouchers, when obtainable, in his monthly account current. No cash will be paid for railroad fare of the officers, which must be called for on separate transportation request, chargeable to "Recruiting, Navigation."

24. Officers attached to permanent stations who have orders to perform travel, and who have been appointed special disbursing agents, should render monthly accounts current, accompanied by necessary vouchers, the recruiting officer to include such expenses in the regular monthly account current of the office, and the medical officer, if appointed a special disbursing agent, to render separate monthly accounts of all receipts and disbursements on account of traveling expenses. Traveling expenses of such officers should be charged to "Pay, Miscellaneous."

25. Expenses for medicines for, or medical attendance upon, a naval officer will be paid by the officer receiving them, and claim for the expense so incurred submitted to the Surgeon-General, in accordance with article 1254, Navy Regulations.

#### EXPENDITURES.

26. The Bureau believes that the best possible form of advertising is for the recruiting officer to personally interview reporters of newspapers at the places which the recruiting officers visit and give them full information relative to the naval service. Advertisements shall be prepared and submitted to the Bureau, with a list of newspapers in which it is desirable they should be inserted, *but no expense for advertising in newspapers shall be incurred until authority has been received from the Secretary of the Navy, who will designate the papers in which the advertisement shall appear.*

27. *No typewriters will be purchased by recruiting officers. It is the desire of the Bureau that they be not rented, but that requisition be made for a machine when needed.*

28. Expenses of a permanent character, such as rent of permanent recruiting offices, purchase of office furniture, etc., must be first submitted to the Bureau of Navigation for approval.

29. Whenever it is practicable, rooms in Federal buildings should be obtained for the recruiting stations.

30. When expenditures are made for which receipts are not obtainable, an itemized voucher should be prepared (Form 235) in favor of the officer in charge, adding to certificate, over his signature, the following: "That the public exigency required this expenditure, and that it was impracticable to obtain receipts therefor."

#### TELEGRAMS.

31. All recruiting officers will pay for, and include in their accounts, official telegrams sent to the Navy Department, its bureaus, navy-yards, naval stations, and other recruiting stations, as well as telegrams sent to private parties.

32. Official telegrams from substations and advance agents to their recruiting stations will not be prepaid, but marked "Official business. Collect. Government rate."

33. Unprepaid telegrams received and carbon or certified copies of prepaid telegrams sent by recruiting officers must have the payment and amount receipted thereon by the person to whom payment is made, and must be attached to the telegram voucher accompanying account current.

34. The cost of telegrams must not exceed the Government rate. Table of Government rates will be furnished on application to the Bureau. If any telegraph office refuses to accept a telegram at the Government rate, it should be reported to the Bureau of Navigation. Telegrams reporting the opening of a temporary recruiting office will merely give the location, as "Navigation, Navy Dept., Washington, D. C. Custom-house. Hanrahan." At the close of each week give number of enlistments during the week, and to what station or ship sent, using the following form: "Navigation, Navy Dept., Washington, D. C. Enlisted Albany, thirty. Sent Newport, nine; Franklin, eleven; Hancock, ten. Price."

#### FUNDS AND ACCOUNTS.

35. Funds will be placed on deposit at a convenient subtreasury or national depository, from "General account of advances," to the credit of the recruiting officer, at the opening of a rendezvous or commencement of an itinerary, and from time to time thereafter as needed.

36. The Bureau of Navigation should be informed about two weeks in advance of the need of additional funds. When requesting *additional funds*, recruiting officers will state the balance on hand, the



average total monthly expenditures under all appropriations, when the last request for funds was made and for what amount, using Bu. Nav. Form 114.

37. At the end of each month accounts showing receipts and expenditures of public funds will be prepared in duplicate; original of "account current" with "triplicate *firsts*" of vouchers will be forwarded to the Auditor for the Navy Department through the Bureau of Navigation; copy of "account current" with "triplicate *seconds*" of vouchers will be forwarded to the Bureau of Supplies and Accounts.

38. The blank forms provided (S. and A. Forms Nos. 234 and 235) must be used in rendering these accounts.

#### VOUCHERS.

39. Vouchers for subsistence of recruits or of enlisted men on recruiting duty must show the dates between which the service has been rendered, the number of men, and the names of the men.

40. All vouchers should be made in the name of the individual or company furnishing the supplies or performing the service, and not in the name of the recruiting officer, except incidental vouchers covering expenditures for which no receipts could be obtained, which must contain a certificate that the public exigency required this expenditure and that it was impracticable to obtain receipts therefor. Incidental vouchers should be charged to the proper appropriations; and if more than one appropriation is involved, separate vouchers should be made. But one incidental voucher per month under each appropriation involved is necessary.

41. Items should be charged to the appropriations to which they pertain named in the Digest, viz, icè to "Contingent, Navigation;" railroad fares and subsistence en route, street car fares, and ferriage of all enlisted men to "Transportation, Navigation;" subsistence of recruits, and of enlisted men on recruiting duty, to "Provisions, Navy;" actual expenses of officers attached to permanent stations in visiting substations to "Pay Miscellaneous;" medicines and surgeon's necessities to "Medical Department;" medical attendance upon enlisted men to "Contingent, Medicine and Surgery;" hospital expenses of enlisted men to "Naval Hospital Fund;" expenses of officers attached to traveling parties and other expenses to "Recruiting, Navigation."

42. The recruiting officer must append a certificate to every voucher for expenditures under "Recruiting, Navigation, '07," as follows: "I certify that no part of this money was expended in recruiting any *seaman, ordinary seaman, or apprentice seaman* who did not present *with his application for enlistment* a certificate of birth or written

evidence other than his own statement satisfactory to me, showing him to be of the age required by naval regulations.

“\_\_\_\_\_,  
 “\_\_\_\_\_, U. S. N.,  
 “*Recruiting Officer.*”

43. Vouchers for medical attendance upon enlisted men will be submitted to the Surgeon-General before payment. No expenses for medicines for, or medical attendance upon, a naval officer will be included in accounts current. (See paragraph 25.)

#### UNIFORMS.

44. Officers will be in uniform while on duty in the recruiting office. Enlisted men on recruiting duty will wear the uniform of the day from the time they leave their lodgings in the morning until they return in the evening, and while en route from the station in one city to that in another. The question of the men wearing uniform during the evenings, after having completed the day's work, is a matter left to the discretion of the recruiting officer.

45. No circular or dodger, or any other printed matter shall be circulated and distributed by a recruiting officer until a proof is first submitted to the Bureau of Navigation for approval.

#### RECORDS, REGARDING ENLISTMENTS ONLY, TO BE KEPT ON BOARD OF RECEIVING SHIPS AND AT RECRUITING STATIONS.

46. Register of applicants for enlistment, in the book prepared for that purpose.

Duplicate shipping articles of each person enlisted.

#### FORMS AND REPORTS TO BE SENT TO THE BUREAU OF NAVIGATION.

##### TO BE SENT DAILY.

47. First sheet of enlistment record and shipping articles of each person enlisted. (Form No. 1.)

Reports of rejection of men holding honorable discharges or continuous-service certificates, and in all cases where men are considered desirable. (Form 54.)

#### WEEKLY—FROM RECRUITING STATIONS AND RECEIVING SHIPS.

Report of enlistments at each station and substation during the week. (Form No. 4, Bureau of Navigation.)

#### LIST OF BLANKS NECESSARY FOR ENLISTMENTS AT RECRUITING STATIONS AND ON BOARD OF RECEIVING SHIPS.

Register of applicants.

Duplicate shipping articles.



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Shipping articles and enlistment records. (Form No. 1, Bureau of Navigation.)

Form No. 2.

Parent's consent.

Report of rejections. (Form 54.)

Report of enlistments. (Form No. 4, Bureau of Navigation.)

Report of deserters. (Form No. 21, Bureau of Navigation.)

Posters.

Hangers.

Dodgers.

Enlistment circulars.

Transportation request. (Form 26, Bureau of Navigation.)

Meal tickets. (Form 26a, Bureau of Navigation.)

Account current. (S. and A. Form 234.)

Vouchers. (S. and A. Form 235.)

Acting appointment.

Requisition for blanks and forms.

Requisition for funds.

Letters to postmasters.

Transfer slips.

Application blanks.

Bureau form 46.

Subsistence receipt. (175.)

G. A. CONVERSE,  
*Chief of Bureau.*



